

Our Ref: PW/AKB/FOI-03-302

28th April 2023

Stafford Education & Enterprise Park
Weston Road
Stafford
ST18 0BF

Sent by email

Telephone: 0300 123 1461

Dear

FOI-03-302

Your request for information under the Freedom of Information Act 2000

Thank you for your request for additional information in request of question 5 of our response of the 18th March 2023, namely:

This is a request with regards to information relating to Staffordshire and Stoke-on-Trent ICB's Draft Infertility and Assisted Conception Commissioning Policy. In particular I am formally requesting information covering the following:

5. Please provide any documentation pertaining to requirements capture for the draft policy?

I would expect there to be a document which clearly outlines the scope and exclusions of the draft policy, its functional and non-functional requirements, the timescales by which it needs to be implemented, and relevant processes that will be followed including approvals. Responses to several of my other questions include statements to the effect of "this was outside the current review". Are you able to provide such a requirements capture document which clearly and explicitly defines what is and what is not in the scope of the current review?

Please find below a response to the queries raised as requested which are provided in below below:

Please see our responses in blue below:

The ICB do not utilise a requirements captures document/template.

- Page 3 of the draft policy states this is an amalgamation of existing policies.
- Pages 7-9 of the draft policy states the scope of the policy – in clinical policies the ICB includes clinical indications that are in and out of scope
- High level timelines were included on page 79 of the Board papers. <https://staffsstoke.icb.nhs.uk/your-nhs-integrated-care-board/our-publications/board-papers/september-2022/icb-board-meeting-in-public-papers-22-09-22/?layout=default> Whilst the timelines have moved due to

undertaking public involvement (plus 5 months), the governance process remains the same. Acronyms used are as follows

- F&P – Finance and Performance Committee
- HOSC – Health Overview and Scrutiny Committee
- The Board paper (link above) sought approval to align criteria within the 3 policies. The table outlining the areas under consideration titled ‘proposed changes to criteria for assisted conception services’ found here [Assisted Conception - Staffordshire and Stoke-on-Trent, Integrated Care Board \(icb.nhs.uk\)](#) lists the proposed changes. These cover areas that were not aligned within the policies. The information leaflet also states ‘*At the moment, the criteria for accessing assisted conception are not the same across the whole of Staffordshire and Stoke-on-Trent. We want to align the criteria (make them the same) across our area*’ while awaiting the results of the national review. It is therefore implied that this review addresses areas that are different only whilst awaiting further guidance.

Right of Appeal

Should you require any further information or clarification regarding this response please do not hesitate to contact us. If you are dissatisfied with the response, you are entitled to request an internal review which should be formally requested in writing and must be within two calendar months from the date this response was issued.

To request an internal review

You can request an internal review by contacting the Staffordshire and Stoke-on-Trent Integrated Care Board FOI team by emailing the team at StaffsStokeFOI@staffsstoke.icb.nhs.uk or by post to the address at the top of this letter.

If you are not content with the outcome of your internal review, you may apply directly to the Information Commissioner’s Office (ICO) for a decision. Generally, the ICO cannot make a decision unless you have exhausted the Staffordshire and Stoke-on-Trent Integrated Care Board’s FOI complaints procedure.

The ICO can be contacted at:

Information Commissioner’s Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

www.ico.gov.uk



**Staffordshire and
Stoke-on-Trent**
Integrated Care Board

Yours sincerely

Paul Winter
Associate Director of Corporate Governance